

**KING COUNTY DISTRICT COURT
OFFICE OF THE PRESIDING JUDGE**

MAGISTRATE

OPEN: 1/11/06 CLOSE: 1/27/06

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: Karen L. Tall, Human Resources Director, King County District Court, Office of Presiding Judge, 516 Third Avenue, Room W1034, Seattle, WA 98104. You can fax your application materials to Karen L. Tall at the Office of Presiding Judge at (206) 296-0596. You can also email your application materials to karen.tall@metrokc.gov. We are not responsible for incomplete fax or email transmissions. Applications that do not contain all materials requested will not be processed. Application materials must be received by 4:30 p.m. on January 27, 2006 closing date. (Postmarks are NOT ACCEPTED.)

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A King County District Court application form which can be found on King County District Court's homepage, <http://www.metrokc.gov/kcdc/hr.htm>, resume and letter of interest detailing your background and describing how you meet or exceed the minimum qualifications are required. Please include the names of three (3) judicial references in your letter of interest. The application form is available in two formats: Adobe Acrobat <http://www.metrokc.gov/kcdc/jobapp.pdf> or Microsoft Word <http://www.metrokc.gov/kcdc/jobapp.doc>

ESSENTIAL FUNCTIONS: The King County District Court Magistrate will preside over infraction mitigation hearings in person and by mail. The Magistrate will assume all case load responsibilities associated with the hearings and any administrative responsibility that is assigned. The Magistrate will review correspondence from defendants who wish to mitigate their infractions through the mail, make determinations and respond by mail. The Magistrate must maintain the highest standards of conduct consistent with the Code of Judicial Conduct and other applicable rules.

MINIMUM QUALIFICATIONS:

- Attorney with a minimum of seven years (7) experience practicing law
- Member in good standing of the Washington State Bar Association
- Working knowledge of the Washington Court Rules, particularly the Limited Jurisdiction Court Rules and the King County District Court Local Rules and Procedures
- Familiarity with and a working understanding of all courts of limited jurisdiction case-types is required, i.e., anti-harassment, small claims, traffic infractions, impounds, civil and criminal matters
- Familiarity with computer applications including DISCIS and word processing
- Ability to interpret the law and render reasonable, intelligent decisions
- Ability to work quickly, efficiently and accurately
- Ability to efficiently and effectively adjudicate high volume infraction calendars

- Adaptability and flexibility in accepting work assignments and impromptu scheduling
- Ability to work well independently and with a variety of people, including the public, court staff and judges
- Ability to maintain appropriate judicial demeanor and courtroom decorum under a variety of circumstances

WORK LOCATION: The Magistrate will work at the various courthouse locations in the King County District court system.

EXPERIENCE: Previous experience as a *pro tem* Judge, Magistrate, Court Commissioner, and/or Administrative Law Judge or equivalent experience with an emphasis in infraction cases is preferred, but not required.

REPORTING RESPONSIBILITY: The Magistrate is appointed and supervised by the Chief Presiding Judge of the King County District Court.

SALARY AND BENEFITS: The Magistrate's annual salary is \$91,509 with full King County Benefits, 40 hour work week, FLSA Exempt.